



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID:** Human Resources  
**Subject:** Sick Leave Conversion Policy  
**Creation Date:** January 17, 2012  
**Revision Date:**  
**Prepared By:** Human Resources Department  
**Approved By:** City Manager  
**Legal Review:** John Batoon

**DESCRIPTION:** SICK LEAVE CONVERSION

### I. Policy:

A Sick Leave Conversion Policy is established for the benefit of eligible employees to convert sick leave to sick leave personal days.

### II. Procedure:

- A. A regular employee in the City Service is eligible to participate in the Sick Leave Conversion Incentive program.
- B. Two times each year, eligible employees may request up to eight (8.0) hours of sick leave to be converted to additional Sick Leave Personal Day (SPD), if the employee has not missed any scheduled shifts for the periods indicated below:

September 1 – February 28

March 1 – August 31

- C. The total number of hours earned each fiscal year shall not exceed 16 hours. Absences due to a work related injury, qualified Americans with Disabilities Act (ADA) conditions, or for qualified military leave shall not be counted as absences for purposes of this program. (Added 8/25/09)

**APPROVED BY:**

A handwritten signature in cursive script, appearing to read "Joyce Wilson", is written over a horizontal line.

Joyce Wilson, City Manager

A handwritten date "3/15/12" is written in a cursive style over a horizontal line.

Date